



## City of Laguna Niguel Request for Proposal (RFP)

### Public Art Sculpture for Crown Valley Community Center

**RFP Number:** 20-001-2002-15  
**Issue Date:** September 20, 2019  
**Due Date:** November 4, 2019 by 3:00 p.m. Pacific Standard Time (PST)

**Introduction:** The City of Laguna Niguel is soliciting proposals for the design, fabrication, and installation of a permanent exterior public art sculpture of exceptional quality and enduring value located in front of the City’s main community center, the Crown Valley Community Center, located at 29751 Crown Valley Parkway in Laguna Niguel, California.

The competition is open to established professional artists with a strong preference for local artists from the City of Laguna Niguel. Only professional artists with reviewable portfolios are eligible to apply. Applicants with experience working on a permanent exterior art sculpture within a public process are preferred.

**Project Budget:** \$100,000  
 (See additional details on Page 5 of this RFP).

Timeline:	Milestone	Date (and Time)*
	RFP Issued	September 20, 2019
	Site Walk-Through (voluntary)	October 17 & 18, 2019 @ 10:00 a.m.
	Due date for RFP Questions	October 23, 2019 @ 10:00 a.m.
	Responses Provided to RFP Questions	October 28, 2019
	<b>RFP Submittal (“RFP Due Date”)</b>	<b>November 4, 2019 by 3:00 p.m.</b>
	City Council Award of Project	December 17, 2019
	Availability of Installation Location	~January 2020**
	Completion of Public Art Sculpture	On or before April 1, 2020

\* All times are based on Pacific Standard Time (PST)

\*\* The Crown Valley Community Center is currently under construction with a completion date scheduled in January 2020. After the award of the project, the City will inform the selected artist and/or team of the specific date when the installation of the public art sculpture can begin.

**City Contact:** Russell Narahara, Management Analyst  
 City of Laguna Niguel, Public Works Department  
 Office: (949) 362-4313  
 Email: [RNarahara@cityoflagunaniguel.org](mailto:RNarahara@cityoflagunaniguel.org)

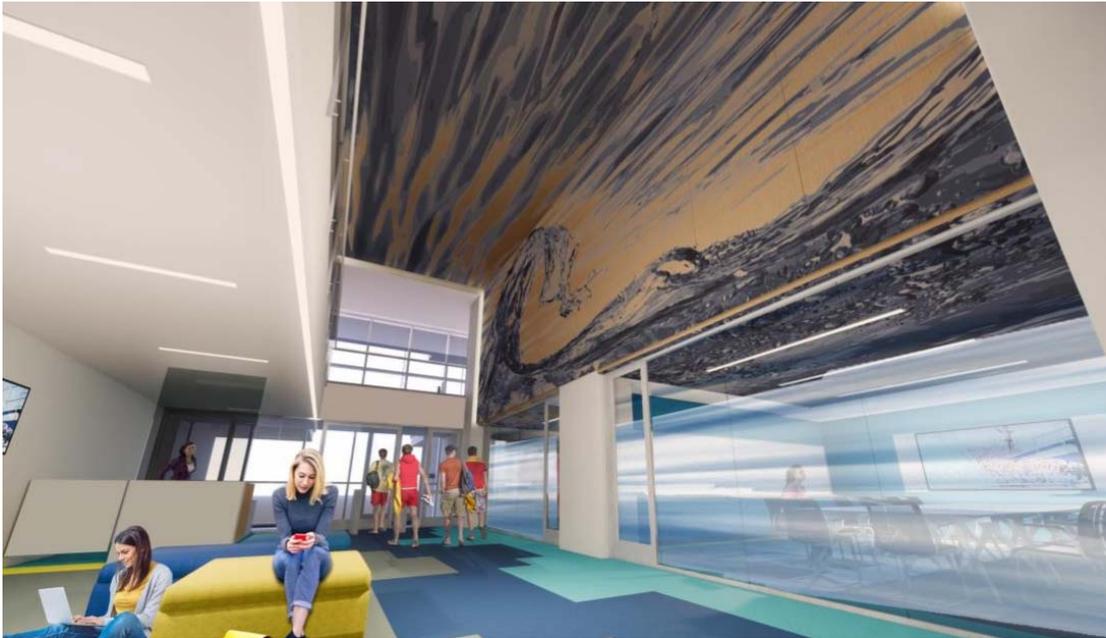
## Section I: Public Art Sculpture Specifications

### 1. General information about the project includes:

A. **Introduction:** This opportunity is a competition for the selection of an artist and/or team (comprised of multiple artists or artists and non-artists) to propose the design of a permanent exterior public art sculpture (“public art sculpture”) and oversee the fabrication and installation of the public art sculpture. The goal is to unveil the completed public art sculpture during a grand opening event for the Crown Valley Community Center (tentatively scheduled for May 2020); a new, 30,000 square-foot, three-story building that includes a multi-purpose room for up to 300 people, a kitchen, classrooms, and other spaces designated for art, technology, dance and fitness. Adding to the building’s appeal is a rooftop patio overlooking the adjacent community pool.



Picture of the building interior including the “wave” artwork on the first floor.



Picture of the reception, aquatics office, and meeting room on the first floor.



Picture of the active movement activity room on the second floor.



**B. Location of the Public Art Sculpture installation:** The public art sculpture will be installed at the front entrance of the Crown Valley Community Center (below the building signage as depicted below). The Crown Valley Community Center is located within Crown Valley Park which attracts over 240,000 visitors per year. Please review Exhibit A of this RFP for additional pictures, measurements, and details about the installation location.



**C. The goals of the project include:**

- I. Add to the prestige of the Crown Valley Community Center.
- II. Engage imaginative interaction and reflection.
- III. Attract and please visitors.
- IV. Reflect on the innovative energies, creative values, and civic interests within the City of Laguna Niguel community.
- V. Consider the engagement of viewers who encounter the work in differing modes, including on foot, by bike, and in cars.

**D. The project is split into three components:**

- I. Design: The artist and/or team will submit a sketch or rendering of their proposed design by the RFP Deadline (more details on page 8 of this RFP). Because the RFP Deadline is less than two months from the RFP Issue Date, the artist and/or team will not be required to submit a maquette (small-scale 3D model of the design).
- II. Fabrication: The artist and/or team that is awarded the project will fabricate the public art sculpture (off-site; not at the installation location) as described in their submitted proposal.
- III. Installation: The artist and/or team that is awarded the project will install the public art sculpture as described in their submitted proposal. If additional contractors are required, the artist and/or team will provide a description in their submitted proposal.

**E. Method of Payment:**

The City shall not compensate the artist and/or team until the City, in its sole discretion, is satisfied with each portion of the project as defined in the project timeline (submitted as part of the proposal from the artist and/or team). Please review Exhibit D (Draft Agreement), Section 8 (Method of Payment) of this RFP for more information. For reference, here is the schedule of payments:

<b>Milestone</b>	<b>Payment from City</b>
Award of Agreement by City Council	30% of the Proposed Budget
Fabrication (Complete)	40% of the Proposed Budget
Installation (Complete)	25% of the Proposed Budget
Thirty (30) Days after Installation	5% of the Proposed Budget

**F. Minimum qualifications of the artist and/or team:**

- I. Each artist responsible for the **design** of the public art sculpture will have worked on at least two exterior art sculptures within the past five (5) years.
- II. Each artist and/or non-artist responsible for the **fabrication** of the public art sculpture will have worked on at least two exterior art sculptures within the past five (5) years.
- III. Each artist and/or non-artist responsible for the **installation** of the public art sculpture will have worked on at least two exterior art sculptures within the past five (5) years.

**G. The project must adhere to the following requirements:**

- I. Must be an original, high-quality, public art sculpture that is well-integrated into its location. Please review Exhibit D (Draft Agreement), Section 14 (Originality of Works) of this RFP for more information.
- II. The public art sculpture is intended for permanent exterior display and must meet high standards of durability and structural integrity so as not to be easily damaged or destroyed; be designed for long-term performance and not require restoration or extensive long-term conservation; be of a physical size and weight to allow for its proper installation; and be made of long-wearing low- or no-maintenance materials as the City will assume maintenance responsibilities after its installation.
- III. The public art sculpture may utilize irrigation water (for landscaping purposes only) or electricity (for lighting). The artist and/or team will specify how water or electricity will be used in their proposal.
- IV. The artist and/or team must warrant that the public art sculpture will be free of defects in workmanship (due to faulty design or fabrication), materials and/or finish, and that the artist and/or team will at their own expense, promptly and satisfactorily remedy or repair any such defects in workmanship, materials and finish, and if necessary replace any part or all of the public art sculpture, with respect to defects appearing within a period of two (2) years of the date the public art sculpture is installed, excluding repairs due to vandalism. Should there be any deterioration in the public art sculpture due to the quality of any incorporated material or materials, occurring within a period of four (4) years after installation, the artist and/or team shall promptly repair and/or replace all affected portions.

Please review Exhibit D (Draft Agreement), Section 14 (Originality of Works) of this RFP for more information.

- V. The artist and/or team understand and agree the public art sculpture shall become the sole property of the City; that the City is entitled to reproduce and use in any way the public art sculpture on any media, provided, however, that the City may in its discretion authorize the artist and/or team to install or cause to be installed no more than five (5) copies of the public art sculpture and any such copies may be installed no closer than fifty (50) miles from the City's corporate limits. Please review Exhibit D (Draft Agreement), Section 14 (Originality of Works) of this RFP for more information.
- VI. City staff and elected officials and their immediate families are ineligible to submit a proposal.

## 2. **Overview of the City:**

The City of Laguna Niguel is a 14.72 square mile bedroom community with a population of 62,985 that is located in South Orange County, California. It is surrounded by the cities of Aliso Viejo, Dana Point, Laguna Beach, Laguna Hills, Mission Viejo, and San Juan Capistrano.

The name "Laguna Niguel" is derived from the Spanish word "Laguna," which means lagoon, and the word "Nigueli," which was the name of a Juaneno Indian village once located near Aliso Creek. In 1821, California became Mexican territory and many rancheros were formed in Southern California, including Rancho Niguel. During this period, Rancho Niguel was primarily used as a sheep ranch. The first private landowner of the area was Juan Avila, a resident of San Juan Capistrano, who obtained land through a Mexican land grant in 1842. In 1895, the Rancho Niguel land became part of the Moulton Company, a company that would eventually control over 19,000 acres of local ranch land. The genesis of today's Laguna Niguel was the establishment of the Laguna Niguel Corporation in 1959 by Cabot, Cabot and Forbes, making it one of the first master planned communities in California. On December 1, 1989, Laguna Niguel was incorporated and became the 29<sup>th</sup> city in Orange County.

Laguna Niguel enjoys a strong retail and commercial environment and is known for its mild coastal climate, low crime rate, and its numerous parks and public trails. In Laguna Niguel, the summers are short, warm, arid, and clear and the winters are long, cool, and partly cloudy. Over the course of the year, the temperature typically varies from 49°F to 78°F and is rarely below 43°F or above 86°F. Over one-third of Laguna Niguel is designated as open space. This significant amount of open space is one of the key features defining the character and urban form of the City.

To learn more about the City, please select the “Community Video Tour” by visiting the City’s website: [www.cityoflagunaniguel.org/history](http://www.cityoflagunaniguel.org/history). Once selected, a variety of videos about Laguna Niguel are available to use as inspiration for the design of the public art sculpture.

## **Section II: Submittal Requirements**

- 1. The proposal will include the following order of information:**
  - A. The first page will be the RFP coversheet (Exhibit B of the RFP).
  - B. The middle pages will be each of the sections as described below (Section 2 – 6).
  - C. The final page will be the Proposal Reference Sheet (Exhibit C of the RFP).
  
- 2. The proposal will begin with a narrative that includes the following information:**
  - A. Name, address, phone number and email of artist (or main point of contact for a team).
  - B. Statement of approach to the project that describes the proposed work, including medium, dimensions, materials, color, weight, site preparation, and a statement of low-to no-maintenance requirements. The statement will describe how each step (design, fabrication, and installation) of the public art sculpture will be completed and by who (the artist, team, or additional contractors). The statement will also describe if irrigation water is needed (and whether landscaping will be added), if electricity is needed for lighting (and the position of those lights), how the project will tie in with the community, and how the project meet the goals of the project (listed on Page 5 of this RFP).
  - C. Describe the artist’s connection to Laguna Niguel and why the artist and/or team submitted a proposal.
  
- 3. Next, the proposal will include a sketch or rendering of the proposed design as described:**
  - A. The sketch or rendering will convey the artistic vision of the public art sculpture, printed on 11” x 17” paper (and also emailed per the directions on page 11 of this RFP).
  - B. If necessary, the artist and/or team will submit multiple sketches or renderings showing different angles of the public art sculpture and label key features of the proposed design on the sketch or rendering.
  - C. **The City will not reimburse each artist and/or team for the cost of preparing the proposed design.**

**4. Next, the proposal will include resume(s) and description about the artist and/or team:**

A. Please submit:

- I. A resume for each artist and/or team member that includes their contact information (name, address, phone number, and email).
- II. A description that indicates which component of the project (design, fabrication, installation, or all components) the artist and/or team member is responsible for as well as the specific abilities or qualifications they possess.
- III. High resolution pictures of the two exterior art sculptures that each artist and/or team member was responsible for in the last five (5) years.

**5. Next, the proposal will include an “Itemized Budget” as described:**

The proposed budget will not exceed \$100,000. Before compiling the proposed budget, the artist and/or team will consider all costs related to the components of the project that also includes insurance, as specified in Exhibit D (Draft Agreement), Section 23 (Insurance) of this RFP; travel, lodging, and meal costs; access control costs to prevent vandalism, while the public art sculpture is installed; the potential for increased costs due to installation delays; and any and all other related costs.

**Any expense the artist and/or team may incur in excess of the proposed budget is the sole responsibility of the artist and/or team.**

After considering this information, please provide an itemized budget for the proposed public art sculpture including applicable shipping and installation costs. Sales tax is not applicable to installation costs.

**6. Next, the proposal will include a “Project Timeline” as described:**

A. A list of each project milestone (that includes but is not limited to):

- I. Milestone No. 1: Public Art Sculpture – Design
- II. Milestone No. 2: Public Art Sculpture – Fabrication
- III. Milestone No. 3: Public Art Sculpture – Installation

B. An explanation how the artist and/or team will communicate with the City during each project milestone.

**7. Finally, the proposal will include a reference sheet that includes:**

- A. A minimum of three references (and contact information) for each artist and/or team member relating to comparable art sculptures designed, fabricated, and installed in the last five (5) years.
- B. To provide the references, please use the Proposal Reference Sheet included in Exhibit C of this RFP.

### **Section III: Submittal Procedures**

#### **1. Voluntary Site Walk-Through:**

- A. Artists and/or teams are invited to attend a voluntary site walk-through scheduled to start at 10:00 a.m. (PST) on both Thursday, October 17 and Friday, October 18, 2019.
- B. To confirm your attendance, please email the City contact. In response, the City contact will provide parking instructions and the specific meeting location.

#### **2. RFP Questions:**

- A. All questions regarding this RFP should be emailed to the City contact.
- B. Questions will be accepted until **Wednesday, October 23, 2019 at 10:00 a.m. (PST)**.

#### **3. Responses to RFP Questions:**

- A. Once all questions are received, the City contact will provide an addendum to the RFP (listing all of the questions and the related responses to each question) to all known potential respondents to the RFP.
- B. The addendum to the RFP will also be listed at [www.cityoflagunaniguel.org/bids](http://www.cityoflagunaniguel.org/bids).

#### **4. Please ensure your proposal is submitted as described:**

Complete proposals must be received **no later than 3:00 p.m. (PST) on Monday, November 4, 2019** and include all components listed in Section II: Submittal Requirements. To submit, the artist and/or team will provide both hard copies and an electronic copy of the proposal.

- A. Please submit five hard copy proposals that are hand-delivered or mailed to:

City of Laguna Niguel  
c/o Russell Narahara, Public Works Department  
30111 Crown Valley Parkway, Laguna Niguel, CA 92677

- B. Please email the proposal as a single zipped file or PDF to the City contact. The sketch or rendering will be provided in one of the following electronic formats (.png, .jpg, .pdf). The subject line of the email should read “Attn: RFP Submittal for Laguna Niguel Public Art Sculpture Project.”

**Incomplete proposals submitted after the deadline will not be accepted.**

#### **Section IV: Award Process**

1. An Ad-Hoc Committee comprised of members of the City Council and City staff will review the submitted proposals and make a recommendation for award.
2. City staff will present the recommendation of award at the December 17, 2019 City Council Meeting that starts at 7pm PST (held within the Council Chambers at Laguna Niguel City Hall, 30111 Crown Valley Parkway in Laguna Niguel, California).

#### **Section V: Other Details**

1. **Agreement**: The artist and/or team that is selected by the City Council will enter into an agreement with the City. A draft agreement is included as Exhibit D of this RFP.
2. **Insurance**: The City requires a minimum amount of insurance as specified in Exhibit D (Draft Agreement), Section 23 (Insurance) of this RFP. The artist and/or team should include the cost of insurance in their proposal. The insurance will cover the work up to the completed installation of the public art sculpture.
3. **Site Maintenance**: The artist and/or team is responsible for ensuring the area surrounding the public art sculpture is maintained in the same condition as provided by the City, which includes (but is not limited to) protecting the surrounding area from unwanted paint/debris. The artist and/or team are also responsible for protection of the public art sculpture (access control) until the completion of the public art sculpture. Costs related to access control should be included in the submitted proposal.
4. **Warranty**: The public art sculpture is intended for permanent display and must meet high standards of durability, structural integrity and performance and be made of long-wearing low- or no-maintenance materials. The artist must warrant the public art sculpture as described in Exhibit D (Draft Agreement) in Section 15 (Warranty of Artist’s Work) of this RFP.

5. **Time-Lapse:** The City reserves the right to film the installation of the public art sculpture to develop a time-lapse video production that is the property of the City.
  
6. **Public Appearance:** The awarded artist and/or team will attend the grand opening of the Crown Valley Community Center to unveil their public art sculpture during a ceremony. Details about the ceremony will be shared at a later date. More information about public appearances is included in Exhibit D (Draft Agreement), Section 2 (Artist's Services) of this RFP.
  
7. **Rights of the City:**
  - A. The City reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the RFP Due Date.
  
  - B. Proposals are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the artist and/or team as determined by the City.
  
  - C. Issuance of this RFP does not obligate the City to pay any costs related to the development of a proposal including but not limited to submittal costs, making any study or design to develop a proposal, or for procuring or contracting for the services to be furnished under this RFP.
  
  - D. The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process.
  
  - E. The City reserves the right to enforce all terms and conditions as set forth in the agreement that will be signed by the artist and/or team and the City.
  
8. **Guidelines for artists and/or teams that need to withdraw their proposal:**
  - A. An artist and/or team may withdraw their proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals.
  
  - B. No proposal shall be withdrawn for sixty (60) days after the RFP Due Date.
  
  - C. Proposals shall be subject to acceptance during this period.

## **Exhibit A: Pictures and Details about the Installation Location**

1. **Dimensions**: The public art sculpture should occupy a space no larger than twenty (20) feet wide, twenty (20) feet deep, and twelve (12) feet high.
2. **Concrete pad**: The concrete pad has not yet built and will be designed to accommodate the load of the public art sculpture that is described in the proposal of the artist and/or team that is awarded. The City is responsible for ensuring the concrete pad is designed and installed per specification.
3. **Utilities**: There is a below grade irrigation line and electrical conduits located beneath the proposed installation location. A map depicting the approximate locations of the City utilities is provided on the next page.
4. **Distance from Building**: It is recommended that the proposed sculpture not hinder the visibility of the Crown Valley Community Center sign or block access to the staircase along the right side of the building.

## **Exhibit B: RFP Submittal Coversheet**

Each submitted proposal will use the RFP Submittal Coversheet (see next page).



**City of Laguna Niguel**  
**Request for Proposal (RFP)**  
 Public Art Sculpture for Crown Valley Community Center

**RFP Submittal Coversheet**

<b>Date:</b>	
<b>Artist Name*:</b>	
<b>Address:</b>	
<b>Phone/Email:</b>	

\* For a team, please submit the name and information for the main team contact.

**Statement of Complete Proposal:**

The artist listed above represents themselves or a team and certifies that the submitted proposal includes all of the information specified in Section II: Submittal Requirements of this RFP.

Submittal Requirements	Check all that apply
Narrative	
Sketch or Rendering of Proposed Design	
Resume/Description for each artist and/or team member	
Itemized Budget	
Project Timeline	
Reference Sheet	

\_\_\_\_\_  
**Printed Name of Artist**

\_\_\_\_\_  
**Signature of Artist**

## **Exhibit C: Proposal Reference Sheet**

Each submitted proposal will use the Proposal Reference Sheet (see next page). Each artist and/or team member is required to provide a minimum of three references. For a team, please ensure a Proposal Reference Sheet is submitted for each team member.



**City of Laguna Niguel**  
**Request for Proposal (RFP)**  
 Public Art Sculpture for Crown Valley Community Center

**Proposal Reference Sheet**

Three (3) references per Artist and/or Team Member

Artist and/or Team Member Name:	
Type of Work Performed (Design / Fabrication / Installation):	
Date Completed:	
Customer Name:	
Customer Phone:	
Customer Email:	

Artist and/or Team Member Name:	
Type of Work Performed (Design / Fabrication / Installation):	
Date Completed:	
Customer Name:	
Customer Phone:	
Customer Email:	

Artist and/or Team Member Name:	
Type of Work Performed (Design / Fabrication / Installation):	
Date Completed:	
Customer Name:	
Customer Phone:	
Customer Email:	

## **Exhibit D: Draft Agreement**

The artist and/or team that is awarded by the City Council will sign the agreement shown on the next pages.